

		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-ZZ67
Court District Court			Forward three (3) copies to address at left.
Ann Garner			
County Prince George's	Date April 30, 2011		

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

MICELLANEOUS ACCOUNTING RECORDS FOR YEAR 2005		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
12	Daily Cashier journals, accounting and register reports	2219	Sect. V Item 1c.	Jan-Dec 2007	12.0		
1	Commissioners Transmittals and receipts	2219		Jan-Dec 2007	1.0		
1	Copies of end month status reports	2219		Jan - Dec 2007	1.0		
1	Cancelled checks (2 yrs)	2219		Jan 06 thru Dec 07			
18	MATS and Non MatsDeferred daily accounting and register reports	2219		Jan - Dec 2007	15.0		
3	Revenue Reports closed requests, records or accounts	2219		Jan -Dec 2007	3.0		
1	Bad Check closed records or accounts	2219		Jan - Dec 2007	1.0		
4	Escrow closed accounts & cleared checks	2219		Jan - Dec 2007	4.0		
2	Transcript reports copies DCA 27 transcript forms-closed	2219		Jan- Dec 2007	2.0		
2	Local - Reports	2219	✓	Jan - Dec 2007	1.0		

Destruction Approved by Maryland State Archives

5/30/2012

Date

[Signature]
State Archivist

Destruction Certification

Signature of Court Official

Title

Date

District 05-02	4/30/2012	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2267
Court	Date		Forward three (3) copies to address at left.
Prince George's County - Upper Marlboro			
County			

Ann Garber

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
14	Fiscal/Accounting Register Disc E-Filing Accounts for Landlord and Tenant Lexis deposit/sheriff fee information	2219 ↓	Sect. V Item 1c. ↓	JAN 05 - Dec 07 Jan 06-Jan 07	2.0 12.0		
Closed in _____							

Destruction Approved by Maryland State Archives

Destruction Certification

5/30/2012
Date

 State Archivist

Signature of Court Official_____
Title_____
Date

Court District Court		Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2267
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County Prince George's Date April 30, 2012			

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MICELLANEOUS ACCOUNTING RECORDS FOR YEAR 2005		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
12	Daily Cashier journals, accounting and register reports	2219	SECT V 1c	Jan-Dec 2007	12.0	8/2/12	LANDFILL
1	Commissioners Transmittals and receipts	2219	1c	Jan-Dec 2007	1.0	8/2/12	
1	Copies of end month status reports	2219	1c	Jan - Dec 2007	1.0	8/2/12	
1	Cancelled checks (2 yrs)	2219	1c	Jan 06 thru Dec 07		8/2/12	
18	MATS and Non Mats Deferred daily accounting and register reports	2219	1c	Jan - Dec 2007	18.0	8/17/12	
3	Revenue Reports closed requests, records or accounts	2219	1c	Jan - Dec 2007	3.0	8/17/12	
1	Bad Check closed records or accounts	2219	1c	Jan - Dec 2007	1.0	8/17/12	
4	Escrow closed accounts & cleared checks	2219	1c	Jan - Dec 2007	4.0	8/17/12	
2	Transcript reports copies DCA 27 transcript forms-closed	2219	1c	Jan- Dec 2007	2.0	8/17/12	
2	Local - Reports	2219	1c	Jan - Dec 2007	1.0	8/17/12	

Destruction Approved by Maryland State Archives

Date
DGS 550-9 (rev. 8/04)

State Archivist

Instructions for Preparation and Submission on next page

Destruction Certification

Signature of Court Official

Accounting Manager
Title

8/20/12
Date

District 05-02	4/30/2012	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	<u>51469-2267</u> Forward three (3) copies to address at left.
Court	Date		
Prince George's County - Upper Marlboro			
County			

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
14	Fiscal/Accounting Register Disc E-Filing Accounts for Landlord and Tenant Lexis deposit/sheriff fee information Closed in _____	2219 1c	SEC V	JAN 05 - DEC 07 Jan 06-Jan 07	2.0 12.0	8/2/12	LANDFILL /

Destruction Approved by Maryland State Archives

Destruction Certification

Date

State Archivist

Signature of Court Official

Title

Date